

**THE CITY OF
SCOTTSDALE, ARIZONA
IS SEEKING AN
EXPERIENCED LEADER
TO SERVE AS
CHIEF DEVELOPMENT
OFFICER**



THE COMMUNITY

Scottsdale, Arizona, is renowned as one of the most livable cities in the country and widely recognized as an outstanding community in which to live, work and raise a family. It is also a community of remarkable contrasts. Famous as a resort destination, nestled in the splendor of the Sonoran Desert, it is also a working city that draws employees from around the Phoenix metro area and is home to several progressive corporations and businesses. It combines a casual Southwestern style with a sophisticated arts community.

Scottsdale remained a small town from its founding in 1888 until it was incorporated as a city in 1951. Like much of the Phoenix metropolitan area, it has seen periods of intense growth during the post-World War II years. In the 1990s, Scottsdale embarked on an ambitious program to set aside a third of the City – nearly 60 of the City's 184.5 square miles, as untouched desert open space.

Growth and preservation have brought the City to a historic transition point: available land for the type of large-scale, planned community development that has characterized development since the 1970s is nearly gone. Growth is slowing, and attention is now shifting to high quality infill and revitalization projects that are compatible with adjacent neighborhoods and the City Council's paramount consideration for "quality of life" for residents and visitors.

The City's ability to manage its growth, build a sustainable economy, maintain its mature areas, and fund desert preservation, stems from a tradition of citizen involvement and long-range planning in City government and the community. Scottsdale's "visioning" programs date from the early 1960s and produced Arizona's first general plan.

Scottsdale's integrated strengths in quality of life, community involvement, economic development, and overall citizen satisfaction are just some of the reasons that the City is regularly cited in surveys and competitions as an outstanding place to live, raise a family, conduct business, and visit on business or pleasure. Please visit www.ScottsdaleAZ.gov for more information on the City of Scottsdale.

CITY GOVERNMENT

Scottsdale City government is a full-service charter municipality that operates under the Council/Manager form of government. The Mayor and six Council members comprise the elected leadership, and are responsible

for appointing six Charter Officers: City Attorney, City Auditor, City Clerk, City Judge, City Manager and City Treasurer. The City Council also appoints citizen volunteers to participate on over two dozen advisory boards and commissions.

The City Council has established and recently updated their mission to reflect the priorities of the City Council, shape the budget and guide strategic planning and performance in all departments.

Mission: It is the mission of the City of Scottsdale to build citizen trust by fostering/practicing open, accountable, and responsive government; to provide quality services; to provide long-term prosperity; to preserve Scottsdale's unique southwestern character; to plan and manage growth in harmony with its desert surroundings; and to promote livability by enhancing and protecting its neighborhoods. Quality of life for residents and visitors shall be the paramount consideration.

The City of Scottsdale is a "values-driven organization," with over 2,200 employees who take pride in delivering high quality public services. Consistent with the City Council's mission and goals, City employees have established the following employee values to characterize the "Scottsdale way of doing things:"

- Plan and Innovate for the Future
- Listen, Communicate, Take Action
- Respect the Individual
- Collaborate as a Team
- Learn and Grow Continuously
- Focus on Quality Customer Service
- Be Accountable and Act with Integrity
- Show Caring and Compassion for Others

The City of Scottsdale is widely recognized as an outstanding organization, with a rich tradition of innovation and excellence in public services. Citizen satisfaction with City services has ranged from 94% to 98% in annual random surveys conducted in the past five years.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (PDS)

Over the past two years, PDS has been realigned as an outgrowth of a comprehensive assessment of development related activities as part of the department's

ongoing “Management Improvement Process” review efforts. Organizational realignment has been based upon a wide-ranging analysis regarding the City’s development processes/procedures and included input from citizens, municipal customers and employees. The central focus of these efforts was achieving and maintaining superior customer service, part of the City’s overall goals and objectives.

PDS today is structured around two primary service delivery areas: Planning Services and Development Services. PDS is led by a General Manager and has 160 full-time personnel and an operating budget of \$12.8 million. Each service area is led by an Officer who reports directly to the General Manager. The General Manager of PDS reports to the Deputy City Manager and works closely with the City Manager and City Council.

Development Services

Reporting to the General Manager of PDS, the Chief Development Officer (CDO) is responsible for day-to-day activities associated with the City’s development services programs organized in two main services:

Plan Review and Permit Services Division – Includes front counter activities in a “One Stop Shop” configuration that address citizen and customer services related to permit requests and applications, records management, and construction plan review for building, engineering, fire and planning code compliance and consistency to public hearing stipulations. Permitting activities include liquor licenses and special events.

Inspection and Land Survey Services Division – Citizen and customer services related to scheduling and provision of on-site construction inspections for building, engineering and planning compliance requirements; and delivery of land survey services for various program assurances and construction compliance.

PDS operations utilize cross functional support teams led by a building official, development review engineer, and a development review planner who provide support to each of the two service area Officers and their staffs. While directing the majority of activities through assigned staff, the Chief Development Officer also serves as the primary liaison in negotiating with developers, other governments, landowners and citizen groups on high profile projects.

The Chief Development Officer leads a staff of approximately 100 employees operating in two facilities located ten miles apart in the community. The CDO also manages an \$8.5 million current year operating budget. Under the direction of the General Manager, the Chief Development Officer will have contacts with the City’s Executive Leadership Team, elected officials, several Boards and Commissions and leadership of the community.

CHALLENGES AND PRIORITIES

Aside from regular management duties, the Chief Development Officer will also focus on assisting the General Manager in responding to the following issues:

- **Management Improvement Process** - Continuation of the “Management Improvement Process,” or realignment of PDS, will be an ongoing effort. The Chief Development Officer will be a close advisor to the General Manager and a key participant in promoting improvements in internal communications, administrative systems development and refinement, and encouraging employees towards continuous process improvements.
- **Cost Containment** - Ongoing examination and exploration of cost containment efforts is a priority for Scottsdale. Recent economic trends and a general slowdown in the pace of development have required the City to adjust revenue forecasts. The Chief Development Officer must be sensitive to the concerns of employees who may feel that continued cost containment efforts could adversely impact their positions and personal well being. Fostering open and pragmatic communication on achieving workable efficiencies will be an important effort for the CDO.
- **Staff Development** - With the press of heavy business volumes of a high growth and rapidly changing community, not enough attention has been given to personal and professional employee development programs. The Chief Development Officer will be asked to recommend upgraded employee development, training and succession planning programs that enhance the Department’s continuity and operations.
- **Intergovernmental Relations** - The newly completed “Outer Loop” Freeway 101 has created new commercial and industrial development opportunities throughout the northern and eastern portions of Scottsdale. The freeway is adjacent to the Salt River Pima Maricopa Indian Community and continues into Phoenix and Tempe. Development in these areas must be closely coordinated between the various cities, Indian Community and related organizations. To ensure proper analysis of supporting infrastructure, traffic patterns and mitigation, as well as addressing the environmental impacts of development, the Chief Development Officer must establish close working relationships and liaison with counterparts in each agency. This will require quick assimilation of the laws, ordinances and historical relationships that exist, or need to exist, among the various organizations while taking into consideration the opinions and philosophies of their elected policy makers.

- **Code Updates** - The new Chief Development Officer and the current Chief Planning Officer will be expected to coordinate PDS efforts to update the City's development codes. Such updates have generated significant citizen and interest group participation in the past and can be controversial. The City has recently adopted the 2003 International Building, Residential, Mechanical, and Fire Codes and anticipates future revisions to various engineering standards in the near future.

IDEAL CANDIDATE

The ideal candidate will be an experienced building, engineering or community development manager in a comparable municipal organization with significant project management, team building, interpersonal, and oral/written communication skills. This energetic, responsive and hands-on leader will have a strong customer service orientation and an innovative, common sense approach, and be effective in a fast paced, multi-tasking environment. The successful candidate will be capable of managing highly complex issues in the context of an overall management team, open to change and innovation.

Experience & Knowledge

At least seven years of senior level leadership experience in community development, building, engineering or administration is expected. Candidates should have a broad knowledge of civil, construction or building engineering as applied to municipal planning and development; or urban and city planning, urban design, and architecture. Background should include knowledge of or prior work with building and engineering code creation; site planning; subdivision and capital improvement programs; strong experience in quality growth management, zoning, and current planning. Service in both high growth and maturing communities where customer service, innovation and flexibility are stressed is desirable.

Beneficial experience or knowledge includes: revitalization efforts and community-based strategic planning programs; building inspection; work with project management tracking and automated scheduling systems; and development of Geographic Information Systems (GIS) and Computer Aided Design and Computer Aided Mapping (CADD/CAM).

Education

A Bachelor's degree in construction management, engineering, architecture or related field is expected.

COMPENSATION AND BENEFITS

Compensation and benefits will be highly competitive and negotiable. The City provides an attractive core benefits package including:

- 15 days of vacation annually
- 9 holidays plus 1 floating holiday annually
- 12 days of medical leave annually
- City paid Life Insurance
- Health Insurance
- Dental Insurance
- Long Term Disability
- Voluntary ICMA Deferred Compensation
- Retirement (Arizona State Retirement System)

APPLICATION AND SELECTION PROCESS

To apply, please submit a cover letter with current salary, resume, and the names of three work-related references **by Friday, May 7, 2004** to:



Kris Kristensen
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
(916) 263-1401, Fax (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed qualified will be reported to the City. A final interview process will then be scheduled in June for selected candidates.

The City of Scottsdale is an Equal Opportunity Employer and values diversity at all levels of its workforce!